

**FIRE CAPTAIN**

(Promotional Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions, the primary duties of which involve the supervision of the operations of a fire station, including the supervision of firefighting personnel, apparatus and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, and assist in the training of subordinate employees. Fire Captains have the authority to work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by a District Fire Chief. Fire Captains rank directly below the class of District Fire Chief.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises the operation of one fire station for one shift. Responds all fire alarms from dispatcher and directs the operation of a fire company when responding to emergencies by gathering and assessing pertinent data provided by dispatcher, and performing size-up of an emergency scene. Supervises the driving of the fire apparatus and directs or assists in the positioning of apparatus at the fireground. Sets up fireground perimeter for crowd and traffic control. Observes and responds to changes in fireground conditions while performing and directing firefighting operations. Supervises subordinate employees at the scene of an emergency in fighting fire, handling hazardous materials, rescuing persons from life threatening situations, providing emergency medical assistance, and performing salvage and overhaul. Performs and supervises emergency medical services such as basic first aid, CPR, and first responder services. Serves as fire safety officer at the scene of an emergency and directs emergency scene operations until relieved by superior officer. Supervises and assists handling of emergencies involving hazardous materials. Provides for the needs of the firefighters and other emergency personnel at the scene of an emergency. Coordinates activities of fire fighting personnel and law enforcement personnel at the scene of an emergency. Maintains communications between the fire scene and other authorized personnel.

Supervises subordinate fire department personnel, delegates authority as necessary, assigns work and duty areas, and inspects the appearance of subordinates. Provides assistance to subordinates in technical areas of work. Oversees and evaluates the work performance of subordinates, conducts employee performance evaluations, and discusses work performance with subordinates.

Assists in resolving employee complaints and grievances, and counsels employees who are experiencing work problems. Assists in maintaining discipline among subordinates by recommending disciplinary action to the appointing authority through the chain of command.

Works with superior officer when recommending new management policies, goals, and objectives for the department. Participates in the research and planning for programs and activities of the department. Investigates all accidents and complaints involving department personnel as directed. Aids with coordinating the work of the department with related agencies, such as law enforcement, State Fire Marshall's Office and mutual aid, releasing information and giving assistance when needed. Assists superior officers by recommending changes in department operations that will help the city to obtain favorable ISO ratings.

Performs or directs subordinates in pre-fire planning inspections by visiting businesses, schools, and places of public assembly. Assists superior officer when reporting fire hazards or safety violations to the appropriate authority. Secures the fire scene to prevent the removal or damage of evidence of suspected arson. Searches for, protects, preserves, reports, and maintains the chain of custody of any evidence of suspected arson. Assists arson investigation personnel in the investigation of the causes, origins, and circumstances of fires occurring within the jurisdiction by questioning witnesses to a fire incident in order to collect information. Testifies in court when required.

Conducts tests or directs the testing of fire department apparatus and equipment. Inspects fire apparatus, station house, buildings, and facilities to ensure compliance with departmental standards. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Provides for the repair and maintenance of apparatus and equipment. Makes recommendations on major purchases for the department and writes specifications for new fire department equipment. Maintains inventory of supplies and equipment, and orders and distributes supplies and equipment to personnel as required.

Assists with development of training program for the department. Provides training for fire personnel by conducting training in the classroom, through drills and evolutions and providing informal or on-the-job training for new employees. Serves as a consultant for volunteers within the department or in departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or fire fighting efforts when required.

Provides for the maintenance of department records, such as records of activity, inventory records, or any others which may be required. Reviews reports written by subordinates. Completes any forms, records, or reports required, including NFIRS reports. Compiles data and writes reports.

Participates in special community projects designed to improve public relations. Makes presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for school or civic groups.

Performs related duties as assigned.

**QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Firefighter/Operator for at least (18) eighteen months immediately preceding closing date for application to the board.

Must have current Louisiana State Certification and be nationally registered as an Emergency Medical Technician (EMT) Basic or higher.

Must maintain current Louisiana State Certification and remain nationally registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Captain.